

COOK'S AIDE

DEFINITION: Under immediate supervision, performs work of routine difficulty in assisting with planning, organizing, preparation and cooking of meals; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists in preparing and cooking foods in accordance with planned menu; cleans kitchen area, cooking equipment, utensils, and surrounding areas to assure sanitary requirements are met; serves meals; stores food in designated area; may assist in purchasing and ordering necessary foods and supplies; attends meetings and training related to health appropriate food preparation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the proper care and use of institutional food preparation equipment.
Knowledge of the menu selection process.
Knowledge of the principles of healthy eating.
Knowledge of the proper procedures in cleaning institutional food preparation equipment.
Skill in maintaining sufficient food supplies.
Skill in interacting with others.
Skill in preparing nutritious and appetizing meals.
Ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort in an institutional cooking environment.

MINIMUM QUALIFICATIONS:

- One (1) year of experience preparing and cooking food.

PREFERRED QUALIFICATIONS:

- A high school diploma or GED.
- Certificate in Culinary Arts.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license and a Food Handler's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.